EAST STROUDSBURG AREA SENIOR HIGH SCHOOL –NORTH

ORIENTATION SCHEDULE

AUGUST 22, 2002

- Welcome
- Familiarize yourself with the building
- Teamwork – working together as a team
- Pride
- Goals of the school, district, and individual
- Introduction of new staff
- Doreen Asher – Study hall monitor, Vanessa Aslan – Math, Paul Bakner - Band Director, Claudia Garlette – Tech Ed., David Pilz – Science, Emily Reiner –Math, Amiee Richardson – English, Stephanie Stackhouse – Special Ed., Beth Swineford – Science, Terry Devaney, ESL, Marisol Cepin – Special Ed.
- Budget – shortage of furniture, computers, etc.
- Supplies – central receiving- Les Moyer
- New bell schedule- additional lunch period and 4 minutes passing.
- COMMUNICAITON - communicate within your department, with each other, administration, and parents!!
- Custodial Notes
- New computer software – Letter Grade
- Discipline – presence in hallways, keep moving the students to class, keep accurate records
- Attendance accountability

Passes – student should have a pass at all times, students should not be out of the designated area when using the lavatories. Make sure students sign out on your classroom sign out sheets. These sheets will be handed in to the main office every Friday.

- Pay Phone Usage – to use the pay phone, a student needs a pass from the classroom teacher. The student is to report to the main office to verify and receive a telephone pass, after using the telephone the student will return to your classroom with the original pass signed by the main office.

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- Review of District/Building Policies

- **District Policies – new policies on the ESASD web page**
- Field Trip
- Media Policy
- Sexual Harassment

- **Building**
- Dress Code (p.23 in Teacher handbook)
- Teacher duty assignments (see memo)
- Fire/Weather drill procedures (see Teacher handbook)
- Faculty Sign in/out - daily sign in vs. leaving the building sign out. (time in/out)

- Principal's Advisory Team (P.A.T)

- AFG

- Returning forms to the main office – please wait until you have collected from everyone in your homeroom all the necessary papers, alphabetized them and submit them to the main office. (i.e. emergency cards, maintenance cards, lunch forms, student handbook compliance forms, etc.)

- *new teachers meet with SAFE team*
- *Study hall monitors, ISS monitor meet with PAT/RICO*